

Review of first six months



December - January

Introductory Meetings

Held meetings with employees, board and commission members, stakeholders, and contractors.

VADAR Systems Transition

The Town started implementation and transition from POINT to VADAR tax software used by the Treasurer/Collector Office.

MVP Grant Application

Town submitted grant application to create a Municipal Vulnerability Preparedness Plan and update the Town's Hazard Mitigation Plan.

Union Building Rehab Committee

Town started process to publicize openings and recruit members of the Union Building Rehabilitation Committee.

Budget and Capital Requests

Budget and capital request worksheets issued to all departments and Boards/Committees.

December - January

Annual Town Report

Annual Town Report requests sent to all departments and boards/commissions.

MUD District RFP Process

Participated in the interview and selection process of the respondents to the MUD District Request for Proposals.

Bandstand Earmark

Town initiated process to secure and access \$75,000 earmark secured in the state's Economic Development bill.

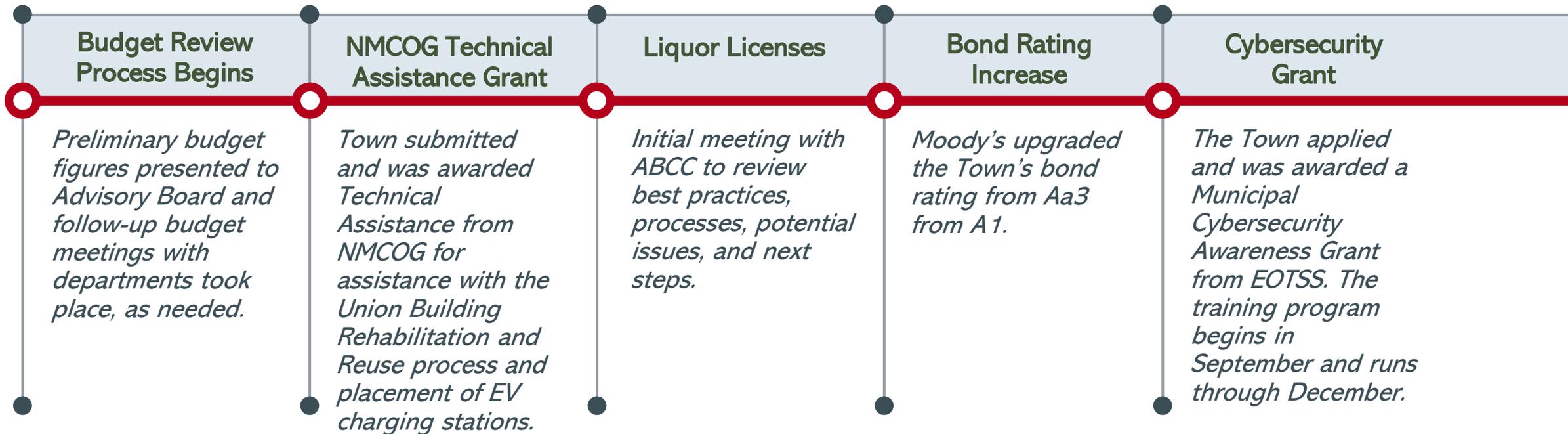
New Deputy Collector

As part of the transition from POINT to VADAR tax software, the Town moved to Kelly and Ryan for Deputy Collector services.

Auditorium HVAC Unit

Town initiated process to file claim and meet with MIAA representatives to secure temporary heat for the auditorium and begin scoping the repair/replacement work needed.

February - March



February - March

Digital Equity Regional Grant

Town joined communities within the region, Lowell being the lead, to apply for a Digital Equity Grant.

OPEB Actuarial

Town solicited quotes for the performance of an OPEB Actuarial Study.

PFAS at the high school

Participated in my first meeting on the PFAS issue at the high school with the Town of Groton, school and Dunstable officials.

Draft Policies

Policies were drafted to better regulate the use of Town facilities (bandstand and Town Hall), banner/signage placement, and social media.

Treasurer/Collector Assistance

Since cash had not been reconciled since July, the Town solicited quotes from municipal finance firms to assist the Treasurer/Collector's office.

February - March

Fire Rescue Truck

Town negotiated a contract separation with Warner Bodies for the delivery of a fire rescue truck and reimbursement of \$54,000 to allow Town to pursue other options to better serve the Fire Department.

ARPA Bill Earmark

Town initiated process to secure \$50,000 earmark contained in ARPA Bill for public safety improvements and has since received the funds from the state.

Awarded MVP Grant

Town was awarded a \$37,000 Municipal Vulnerability Preparedness Grant to an MVP Plan and also update the Town's Hazard Mitigation Plan.

Bandstand electricity modification

Working with the Select Board and Electrical Inspector, the Town procured a modification to the bandstand electrical connection.

AARP Community Challenge Grant

Town submitted an AARP Community Challenge Grant application to assist the Town in performing walk audits, prioritizing potential pedestrian safety improvements in and around Town center.

April - May

Treasurer/Collector Vacancy

Town posted the job of Treasurer/Collector and began the search to fill the position.

MUD District Preferred Developer

The Town began the process to negotiate a Land Development Agreement and Lease Agreement with MCO, the preferred developer designated by the Select Board. Negotiations are ongoing.

Digital Equity Regional Grant

The Town, along with a cohort of other Towns led by the City of Lowell, was awarded a grant through the MassTech Collaborative MBI Municipal Digital Equity Planning Program.

House Budget Earmark

Thanks to Representative Scarsdale, the Town was able to secure a budget earmark in the amount of \$50,000 for a new emergency vehicle for the Fire Chief.

Grange Roadside Clean-up

Town employees participates in the Grange Roadside Clean-up, picking up litter in the neighborhood of Town Hall.

April - May

Bandstand Electrical Upgrades Completed

The Town issued and IFB for the project, contracted with an electrician to perform the upgrades so that the bandstand electricity was functioning in time for the summer concert series.

AARP Community Challenge Award

The Town secured an AARP Community Challenge Grant Award in the amount of \$2,500 to support conducting walk audits of Town Center to identify potential pedestrian safety improvements.

Fire Rescue Truck

The Town, working with the Town of Manchester-by-the-Sea, is close to finalizing a purchase and sale for a mini pumper to serve the Town's Fire Department.

Budget and Capital Projects

The Town approved two versions of the FY24 operating budget – one with and without an override. The Select Board also approved capital expenditures through use of remaining ARPA funds.

Annual Town Report Completion

Town produced the Town's Annual Report.

April - May

Town Meeting

The Town successfully held its Town Meeting, prepared the Town Meeting Warrant, and coordinated the presentation of the warrant.

Larter Fields Wells

The Town has issued an IFB for the renovation of the irrigation wells at Larter Field; bids are due on June 21.

Verizon FiOS Contract

The Town's contract with Verizon FiOS has expired and discussions have begun for renewal of the contract.

Approval of Policies

The Select Board approved policies for the use of town facilities, the placement of banners/signs, and social media use.

Housing Production Plan

The Town, through its Affordable Housing Committee, has worked with NMCOG to schedule a public meeting on the HPP on Monday, June 26.

April - May

OPEB Actuarial Study

The Town has received a draft OPEB Actuarial Study from our consultants and, in advance of sharing with the Select Board, needs additional review.

Town Election

The held its annual election successfully. The General Fund Override in the amount of \$301,162 failed by 6 votes.

MS4 Stormwater Permit

The Town submitted its annual report with EPA and has now established regular, periodic meetings to review the requirements of the permit to ensure compliance.

Treasurer/Collector position

The Town's former Treasurer/Collector is currently interim during the search for a new T/C. The Town established a screening committee and has interviewed candidates. It was also necessary to hire a consultant to assist in cash reconciliation.

Fire Station Roof

The Town has issued an IFB for the replacement of the rubber roof at the Fire Station.